

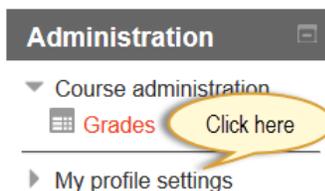
NCCUMC Online Learning Ministry

Completing Your Profile

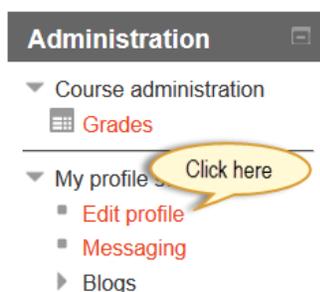
Follow these easy steps to update your personal profile on the website.

1. Open your course page.

2. In the left panel of the page, you will see a box marked, "Administration." Click on 'My profile settings'.



3. When that opens, you will see 'Edit profile.' Click on that.



4. The following page will open (below). Follow the instructions in the box below.

General

Username* Required

Choose an authentication method Manual accounts

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

New password Unmask

Force password change

First name* Required

Surname* Required

Email address* Required

Email display Allow only other course members to see my email address

Email format Pretty HTML format

Email digest type Subjects (daily email with subjects only)

Forum auto-subscribe Yes: when I post, subscribe me to that forum

Forum tracking Yes: highlight new posts for me

When editing text Use HTML editor (some browsers only)

AJAX and Javascript No: use basic web features

Screen reader No

City/town* Required

Select a country* Required Select a country...

Timezone Server's local time

Preferred language English (en)

IMPORTANT:

- Examine the option under 'Email digest type.' Make sure the dropdown feature in this box indicates "Subjects (daily email with subjects only)." Use the dropdown arrow to change the field entry if needed. This will ensure you are notified of postings to the discussion forums but keeps email to a minimum.
- Verify the box on 'Forum tracking' indicates "Yes, highlight new posts for me." Again, if it says something different, use the arrow to navigate to the proper command.

5. Scroll down that page you will see this box. Please use this space to introduce yourself. Share only what you are comfortable sharing.

Description ?



Path: p

6. Below that box is a place where you can upload your picture (optional) and another box marked 'Interests'. This information, along with your bio above, is usually where people connect with each other over common experiences, schools, hobbies, etc. Below that you will find a section marked 'Optional.' You do not need to worry about that one at this time.
7. Below that is a section you will need to complete. It is called 'Conference Information' and lets us know what conference you are from (if not North Carolina), the name of your district and your local church name. You will also be asked to let us know if you are in the Lay Servant training program. Follow the dropdown prompts and fill-ins.

▼ Conference Information

Conference Membership* Required
Choose...

If you are not a member of the North Carolina Conference, please give us the name of your conference and district.

District* Required
Choose...

Local Church Name* Required

▼ Lay Servant/Lay Speaking

LSM Status* Required
Choose...

8. Last step: Scroll down and click the box, "Update profile." You are finished.